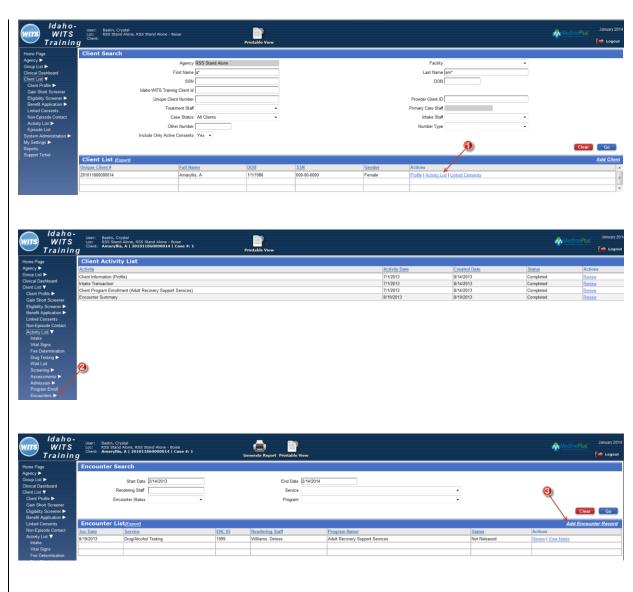
Creating a Transportation Encounter Note

- Getting here: Login, select the <u>Facility</u>, select <u>Client List</u> on the Navigation Pane (left menu) to generate the Client Search Screen, find client, select <u>Activity List</u>.
- 2. Click **Encounters** on the Navigation Pane.
- 3. Click Add Encounter Record.



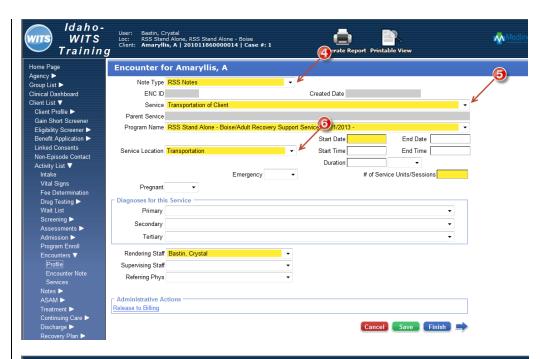
- **4.** Select **RSS Notes** as the Note Type.
- 5. Select the Appropriate <u>Transportation</u> Service.
- **6.** Select <u>Transportation</u> as the Service Location.
- 7. Enter the Start Date.
- 8. Enter a Start Time and End Time.

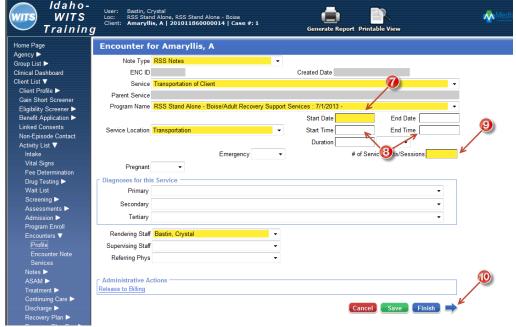
Note: The Start Time and End Time are required fields, however, transportation services are based on the number of units, not the time.

9. Enter the # of Service Units.

Note: This is the number of miles for the service "Transportation of Client" or the number of client pick ups for the service "Transportation pick up".

10. Click the Next Arrow.





- **11.** Enter a note in the **Unsigned Notes** box.
- 12. Click Sign Note.
- **13.** Click **Save**.
- 14. Click Release to Billing.

